

CeRTNA Board of Directors Regular Meeting Notice and Agenda  
Draft: 04/28/2024  
Modified: 05/03/2024  
Transmittal and posting date: 05/04/2024  
Meeting date: 05/08/2024

**MEETING NOTICE and AGENDA**

**BOARD OF DIRECTORS**

**CALIFORNIA ELECTRONIC RECORDING TRANSACTION NETWORK**  
**AUTHORITY (CeRTNA)**

**Wednesday, May 08, 2024**

**10:00 A.M.**  
**PUBLIC SESSION**

**Santa Cruz County Recorder's Office**

701 Ocean Street  
Redwood Conference Room, 5<sup>th</sup> Floor  
Santa Cruz, CA 95060

Or via teleconference:

Access Code: 371-908-917

United States: [+1 \(571\) 317-3112](tel:+15713173112)

**AGENDA DESCRIPTIONS**

The agenda descriptions are intended to give notice to members of the public and a brief general description of items of business to be transacted or discussed. The Authority may take any action that it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action.

CERTNA Consent Calendar Matters may be approved in one motion unless a Board Member requests separate action which he/she deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action. The Chairman reserves the right to discuss the items listed on the agenda in any order.

ADA Accessibility: If you require a reasonable modification or accommodation for a disability, please email the Secretary of the Board at: [Secretary@CeRTNA.com](mailto:Secretary@CeRTNA.com) to request an accommodation. Five days' notice prior to the Board meeting is required. Later requests will be accommodated to the extent feasible.

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### PUBLIC COMMENTS ON AGENDA ITEMS

Members of the public wishing to address the Board of Directors regarding any item appearing on the agenda may do so by requesting to be recognized at the appropriate time. Speakers will be recognized by the Chairman at the time the agenda item is to be considered. When addressing the Board, please state your name for the record. Please address the Board through the Chair. Please note comments to individual Board members or staff are not permitted when addressing the Board. A speaker's comments shall be limited to three (3) minutes.

### PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the public wishing to address the Board of Directors regarding any item not on the agenda, but within the subject matter jurisdiction of the Board, will be taken under the Public Comment item of the agenda, and will be subject to the same guidelines as noted above.

### SUPPORTING DOCUMENTATION

In accordance with the Brown Act, the Meeting Notice and Agenda will be posted at least 72 hours prior to regular meetings and 24 hours prior to special meetings. Documentation will be posted and available for download from [www.CeRTNA.com](http://www.CeRTNA.com) 24 hours prior to the meeting.

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## **PUBLIC SESSION**

### **10:00 A.M. - CONVENE MEETING OF THE BOARD OF DIRECTORS**

**a. Call to order**

a. Board of Directors Roll Call

- i. Santa Cruz County – Chair
- ii. Kern County – Vice Chair
- iii. El Dorado County

**b. Presentation of the Agenda**

**c. Public Comment**

**d. Adjourn to Closed Session**

GC 54957(b) Public Employee Appointment – Contract Renewal CeRTNA  
Operations Director

**e. Reconvene Public Session**

**f. Report Out of Closed Session**

## **CONSENT CALENDAR**

The following consent items are expected to be routine and non-controversial and will be acted upon at one time under **ACTION ON CONSENT CALENDAR** unless the Board directs that an item be held for further discussion under **DEFERRED ITEMS**. Persons wishing to address consent items or have them held for further discussion, continued, or taken off calendar, should address the Board under **ACTION ON CONSENT CALENDAR**.

**g. Action on consent calendar**

- a. No items

**h. Deferred items**

- a. No items

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## **DISCUSSION CALENDAR**

### **i. General Administration**

- a. Review and Approve minutes from previous meetings.
  - i. Regular Meeting 03/13/24
- b. Adopt date, hour, and place of next regular Board meeting.
  - i. Wednesday, 07/10/2024 – 10:00 am – Santa Cruz County Recorder.

### **j. Management**

- a. Approve Employee Contract, Richard Sherman, and adopt promotional job title of Executive Director - Carol Sutherland, Alternate Chair
- b. Review and Receive CeRTNA Financial Activity Reports – Karina Moreno, CeRTNA Business Manager
- c. Review and Approve CDTFA 3 Year Revenue Contract – Richard Sherman, CeRTNA Strategic Operations Director
- d. Review and Approve Credit Card Procedure for Lost Receipt – Richard Sherman, CeRTNA Strategic Operations Director
- e. Adopt Resolution 24-001 CeRTNA Credit Card Policy – Richard Sherman, CeRTNA Strategic Operations Director
- f. Review and Approve FPPC Conflict of Interest Code – Richard Sherman, CeRTNA Strategic Operations Director
- g. Review and Approve Brett Zamora's Letter of Resignation – Richard Sherman, CeRTNA Strategic Operations Director
- h. Review and Adopt Honorary Resolution of Appreciation of the Board of Directors of the California Electronic Recording Transaction Network Authority for Technical Director Brett Zamora - Carol Sutherland, Alternate Chair
- i. Report on ERDS implementation process – Brett Zamora and Greg Dapkus, CeRTNA Technical Directors

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- i. Alameda County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- ii. Alpine County – Client
  - 1. G2G – 2024
  - 2. ERDS – 2024-Grant Application
  
- iii. Butte County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- iv. Calaveras County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- v. Del Norte County – Client
  - 1. G2G – 2025
  - 2. ERDS – 2025
  
- vi. El Dorado County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
  
- vii. Glenn County – Client
  - 1. G2G – Live
  - 2. ERDS –Live
  
- viii. Humboldt County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- ix. Inyo County – Client
  - 1. G2G – 2024 In Progress
  - 2. ERDS – Live
  
- x. Kern County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xi. Lake County – Client
  - 1. G2G - 2024
  - 2. ERDS – 2024 Q4

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- xii. Madera County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xiii. Mendocino – Client
  - 1. G2G – 2024 - In Progress
  - 2. ERDS – 2024 – Audited and ready, waiting on LRMS
  
- xiv. Modoc County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xv. Mono County - Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xvi. Monterey County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xvii. Napa County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xviii. Placer County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xix. Plumas – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xx. Sacramento County – G2G Only
  - 1. G2G – Live
  
- xxi. San Francisco County - Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xxii. San Luis Obispo – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xxiii. Santa Cruz County – Board of Directors
  - 1. G2G – Live
  - 2. ERDS – Live

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- xxiv. Siskiyou – Client
  - 1. G2G – 2024
  - 2. ERDS – 2024
  
- xxv. Sonoma County – Client
  - 1. G2G - Live
  - 2. ERDS – Live
  
- xxvi. Stanislaus – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xxvii. Tehama County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xxviii. Tuolumne County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xxix. Yolo County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- xxx. Yuba County – Client
  - 1. G2G – Live
  - 2. ERDS – Live
  
- j. Update on G2G Submitters process – Brett Zamora, CeRTNA Technical Director
  - i. Employment Development Department (EDD)
  - ii. Board of Equalization (BOE/CDTFA)
  - iii. Franchise Tax Board (FTB)
  - iv. Department of Child Support Services (DCSS)
  - v. Megabyte Systems
  
- k. Update on New Technical Director progress- Brett Zamora, CeRTNA Technical Director

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**k. Continuing Business**

- a. Fee Study Update – Karina Moreno, CeRTNA Business Manager  
And Richard Sherman CeRTNA Strategic Operations Director
- b. Audit Update FY 22-23 – Karina Moreno, CeRTNA Business  
Manager
- c. CeRTNA Partner Group Update of April 18, 2024 Meeting - Richard  
Sherman, CeRTNA Operations Director

**l. New Business**

**m. Board of Directors**

**n. Adjourn**